

**REPORT OF THE AUDIT OF THE
FORMER MORGAN COUNTY
CLERK**

**For The Period January 1, 2002
Through January 5, 2003**



EDWARD B. HATCHETT, JR.
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EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE FORMER MORGAN COUNTY CLERK

**For The Period January 1, 2002
Through January 5, 2003**

The Auditor of Public Accounts has completed the former Morgan County Clerk's audit for the period January 1, 2002 through January 5, 2003. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

Excess fees increased by \$258 from the prior calendar year, resulting in excess fees of \$11,806 as of January 5, 2003. Revenues increased by \$38,091 from the prior year and disbursements increased by \$36,104.

Deposits:

The former Clerk's deposits were insured and collateralized by bank securities or bonds.

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To the People of Kentucky

Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
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Dana Mayton, Secretary, Revenue Cabinet
Honorable Sid Stewart, Morgan County Judge/Executive
Honorable Janis Williams, Former Morgan County Clerk
Honorable Randal Williams, Morgan County Clerk
Members of the Morgan County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the former County Clerk of Morgan County, Kentucky, for the period January 1, 2002 through January 5, 2003. This financial statement is the responsibility of the former County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the former County Clerk for the period January 1, 2002 through January 5, 2003, in conformity with the modified cash basis of accounting.



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In accordance with Government Auditing Standards, we have also issued our report dated March 5, 2003, on our consideration of the former County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Respectfully submitted,

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Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
March 5, 2003

MORGAN COUNTY
 JANIS WILLIAMS, FORMER COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

For The Period January 1, 2002 Through January 5, 2003

Receipts

State Fees For Services		\$	6,601
Fiscal Court			5,623
Licenses and Taxes:			
Motor Vehicle-			
Licenses and Transfers	\$	308,180	
Usage Tax		924,414	
Tangible Personal Property Tax		664,703	
Licenses-			
Fish and Game		7,235	
Marriage		4,692	
Deed Transfer Tax		13,739	
Delinquent Tax		127,401	2,050,364
Fees Collected for Services:			
Recordings-			
Deeds, Easements, and Contracts	\$	8,815	
Real Estate Mortgages		16,563	
Chattel Mortgages and Financing Statements		51,086	
Powers of Attorney		630	
All Other Recordings		11,803	
Charges for Other Services-			
Candidate Filing Fees		3,230	
Copywork		1,875	
Title Applications		5,339	
Miscellaneous		4,403	103,744
Interest Earned			1,439
Total Receipts		\$	2,167,771

The accompanying notes are an integral part of this financial statement.

MORGAN COUNTY
 JANIS WILLIAMS, FORMER COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Period January 1, 2002 Through January 5, 2003
 (Continued)

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers \$ 235,658

Usage Tax 896,688

Tangible Personal Property Tax 236,471

Licenses, Taxes, and Fees-

Fish and Game 7,015

Delinquent Tax 13,286

Legal Process Tax 12,773

Marriage Licenses 1,836 \$ 1,403,727

Payments to Fiscal Court:

Tangible Personal Property Tax \$ 39,762

Delinquent Tax 7,841

Deed Transfer Tax 13,048

Office Expense 9,295 69,946

Payments to Other Districts:

Tangible Personal Property Tax \$ 361,805

Delinquent Tax 74,662 436,467

Payments to Sheriff

2,082

Payments to County Attorney

16,979

Operating Disbursements:

Personnel Services-

Deputies' Salaries \$ 96,879

Overtime 5,857

Employee Benefits-

Employer's Share Withholdings 22,578

Employer's Paid Health Insurance 11,989

The accompanying notes are an integral part of this financial statement.

MORGAN COUNTY
 JANIS WILLIAMS, FORMER COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Period January 1, 2002 Through January 5, 2003
 (Continued)

Disbursements (Continued)

Operating Disbursements (Continued):

Contracted Services-		
Telephone	\$	2,465
Printing and Binding		2,203
Materials and Supplies-		
Office Supplies		7,208
Other Charges-		
Conventions and Travel		1,032
Dues		350
Postage		3,012
Refunds		4,367
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Total Disbursements		\$ 2,087,141
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Net Receipts		\$ 80,630
Less: Statutory Maximum		62,259
		<hr/>
Excess Fees		\$ 18,371
Less: HB510 Training Incentive	\$	2,965
Expense Allowance		3,600
		<hr/>
Excess Fees Due County as of January 5, 2003		\$ 11,806
Payments to County Treasurer - February 10, 2003		11,806
		<hr/>
Balance Due at Completion of Audit		<u>\$ 0</u>

The accompanying notes are an integral part of this financial statement.

MORGAN COUNTY
NOTES TO FINANCIAL STATEMENT

January 5, 2003

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at January 5, 2003.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.41 percent for the first six months and 6.34 percent for the last six months of the year.

MORGAN COUNTY
NOTES TO FINANCIAL STATEMENT
January 5, 2003
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The former County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 64.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the former County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of January 5, 2003, the former County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the former County Clerk's agent in the former County Clerk's name, or provided surety bond which named the former County Clerk as beneficiary/obligee on the bond.

Note 4. Grant

In August 2002, the County Clerk's office received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$11,685. In 2002, the Libraries and Archives Account earned \$11 in interest. None of the funds were expended during the period. The unexpended grant balance was \$11,696 as of January 5, 2003.

Note 5. Leases

- A. In June 2001, the Morgan County Clerk's office committed to a lease agreement with Xerox for a copier. The agreement requires a monthly payment of \$80 for 60 months to be completed on July 1, 2006. The total balance of the agreement was \$3,360 as of January 5, 2003.
- B. In June 2001, the Morgan County Clerk's office committed to a lease agreement with Xerox for a copier. The agreement requires a monthly payment of \$102 for 36 months to be completed on July 1, 2004. The total balance of the agreement was \$1,836 as of January 5, 2003.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



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**Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards**

We have audited the statement of receipts, disbursements, and excess fees of the former Morgan County Clerk for the period January 1, 2002 through January 5, 2003, and have issued our report thereon dated March 5, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the former Morgan County Clerk's financial statement for the period January 1, 2002 through January 5, 2003, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the former Morgan County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses.



Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

Internal Control Over Financial Reporting (Continued)

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
March 5, 2003

